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Date: April 1, 2002

To: Wisconsin Works (W-2) Agency Directors  
Workforce Development Board (WDB) Directors

From: Mary Rowin, Deputy Administrator

**Subject: Workforce Attachment and Advancement (WAA) Planning Process**

This memo provides information and instructions related to the new WAA program contracts, which begin July 1, 2002. The 2001-2003 biennial budget bill, 2001 Wisconsin Act 16, allocated a total of \$7,842,200 for the WAA program. This funding will cover the 18-month period from July 1, 2002 through December 31, 2003 (see Admin Memo 01-26 for additional detail).

As with the current contracts, DWD requires that each agency with a WAA allocation complete a local plan that describes the services to be provided, the budget, and performance outcomes for the WAA program. The plan must demonstrate a high degree of collaboration with local stakeholders, including employer groups, technical colleges, and other WAA providers. The attached planning guidelines provide detailed direction to assist agencies in completing the WAA planning process for new contracts. **Plans are due to the Department no later than Friday, May 10, 2002, and DWS reviewers will provide an initial response to agencies within 35 calendar days of receiving the plan.**

The Department created a WAA Planning Workgroup comprised of state staff and local agency representatives to review and revise the previous planning guidelines and to review the suggested policy changes and clarifications submitted by agencies and staff. After the workgroup completed their recommendations, the Department then offered representatives of the Contract and Implementation (C&I) and Wisconsin Association of Job Training Executives (WAJTE) committees an opportunity to review the attached documents prior to release. Through this collaborative process, the attached revised planning guidelines and policies reflect suggestions from agencies and staff with significant experience operating the WAA program.

The policies included in the attached list will be added to the Program Guide; DWD will release an updated version of the Program Guide in early May. Though these policy changes are not effective until July 1, 2002, we have attached them here to assist agencies in the planning process and to provide detailed information on policy changes prior to the implementation of the new contracts.

The attached documents, as well as other useful tools for WAA planning, are posted on the DWD WAA web site: [www.dwd.state.wi.us/waa](http://www.dwd.state.wi.us/waa). For assistance regarding the planning process, W-2 agencies and WDBs may contact their DWS Area Administrator or Local Program Liaison. WAA agency staff may also contact the DWS central office WAA contact: Ceri Jenkins, phone (608) 261-6962 or e-mail [jenkice@dwd.state.wi.us](mailto:jenkice@dwd.state.wi.us).

Attachments:

- Summary of Revisions to Planning guidelines – see next page.
- WAA Program Planning Guidelines – see [/waa/tools/usefultools.htm](http://waa/tools/usefultools.htm)
- List of Policy Modifications/Changes for Next Plans - [/waa/tools/usefultools.htm](http://waa/tools/usefultools.htm)

cc: DWS Area Administrators  
DWS Local Program Liaisons  
Nancy Buckwalter, DWS  
Gary Denis, DWS  
Joan Larson, DWS

## **WAA Planning Guidelines – List of Revisions**

- Updated all dates
- Changed all references to DWE and DES to DWS
- Added language on the requirement to submit an MOU for agencies receiving transferred funds (this was previously communicated through additional clarification provided after guidelines were released); provided MOU guidance as Attachment
- Eliminated terms “joint” and “combined” plans, and replaced with “coordinated” plans
- Added information related to “supplemental plan requirement” that will apply to any additional funding allocated through next biennial budget process
- Revised response item categories
- Revised questions
- Added sub-categories for individual, employer and group services to guide agencies in targeting their responses
- Updated performance standards section: included definitions of performance standards (from Operations Memo 01-11), revised response items, and added benchmarks; added question on performance standards for employer and group services
- Revised Scope of Services table to make it easier to read and fill out
- Budget – added new budget table due to the requirement for track 2 agencies (WDBs submitted new table in July 2001)
- Updated Attachments